Step by Step Instructions For Completing Worksheets and Checklists In the 2007 PRISM Protocol

February 8, 2007



PRISM 2007 – Learning Objectives

At the end of this session you will be able to:

- Locate Checklists and Worksheets on the PRISM 2007 Toolbar
- Know by whom, when and where the checklists/worksheets are completed
- Create and complete checklists/worksheets



Using Worksheets and Checklists

- Protocol Worksheet
- Observation Worksheet
 - Observation Data Gathering
- Age and Income Eligibility Review and Guidance Forms
 - Child Records
- Report Coordinator Checklist
- Team Leader Checklist
- Delegate Checklist
 - Center Checklist



Worksheet/Checklist 101

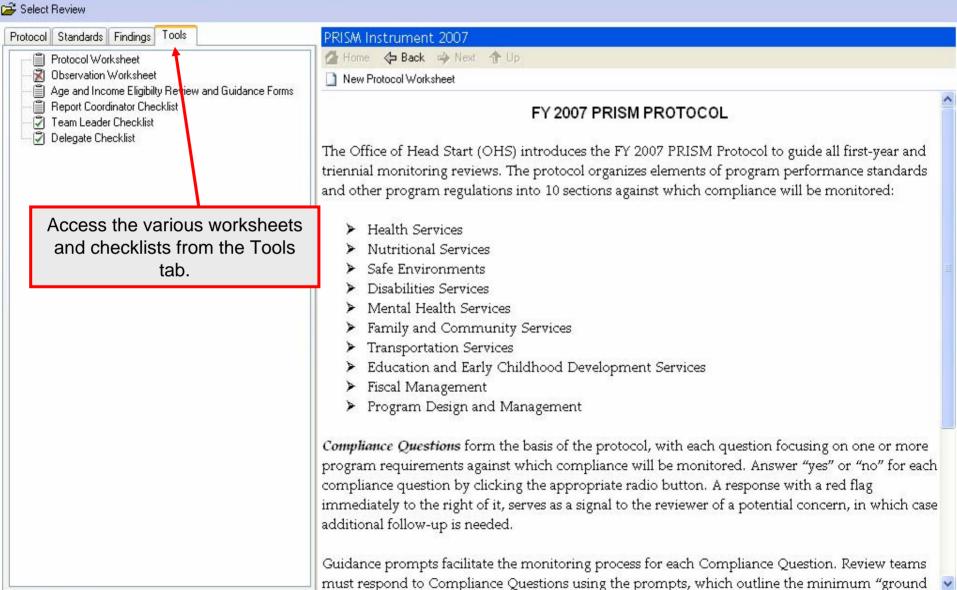
Worksheet	Who	When	Why	What
Protocol	All Reviewers	Anytime during review	Data Collection	Data during site visits
Observation	ECD reviewer	during classroom observations	Data Collection	Record Observations during classroom visits
Age/Income	RC	During File Review	Data and Summary	Monitor age/income compliancy
RC	RC	End of Review	Data Confirmation	Confirm closure report/review in field
FTL	FTL	End of Review or during review	Data and Process Confirmation	Confirm report/data completed
Delegate	RC	Before Review	Delegate and center info.	Delegate/center information for review











Content Version 290

Protocol Worksheet

- Optional Data Gathering Tool
- May be completed by all reviewers
- Notes entered may be copied to other areas of the Protocol and become evidence
- May be assigned to other team members







Program Review Instrument for Systems Monitoring of Head Start and Early Head Start Grantees



Protocol Worksheet Observation Worksheet Age and Income Eligibility Review and Guidance Forms Report Coordinator Checklist Team Leader Checklist Delegate Checklist
a boogate criterials

Instructions for the Protocol Worksheet

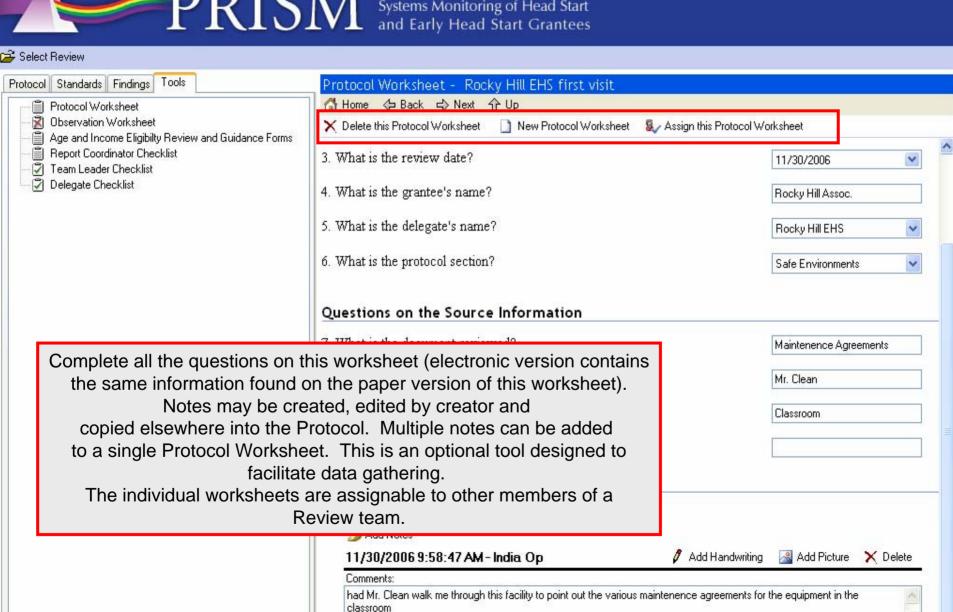
This protocol worksheet can be used to record information collected in the field while reviewers are conducting interviews, reviewing documents, or making observations. Please type in a response for each item in this worksheet. Once you press the "New Protocol Worksheet" button, please answer the four background questions. Then answer the four questions under the "Questions on Source Information" section. Press the "Add Notes" button to enter the reviewer's notes into the last question that is under the final section named

The Protocol Worksheet
is an optional tool for data gathering.
Information gathered in this worksheet can
be copied and pasted into notes within other
sections of the Protocol. Multiple worksheets can
be created by multiple reviewers.

ce that you ultimately will incorporate into preliminary area of noncompliance our notes detailed information that can provide the context for your finding. csheet must be transferred to the appropriate section or sections of the ted your notes electronically in the PRISM Software, you can highlight, click of text, from this worksheet directly into any section of the protocol within

Data on the Protocol Worksheet

Worksheets	Delegate	Reviewer	Section
My First Worksheet	Surrey EHS	sample.user	Safe Environments
🖺 My Second Worksheet	Surrey EHS	sample.user	Nutrition Services
🖺 My Third Worksheet	Surrey EHS	sample.user	Mental Health
			Services



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Observation Worksheet

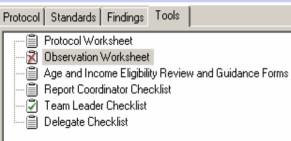
- Data Collection Tool for gathering information during observations
- One observation worksheet should be created for each individual site
- A 'new observation' should be completed for each individual observation
- Standards cited here may be linked to findings in the Protocol

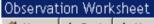




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New Observation Worksheet

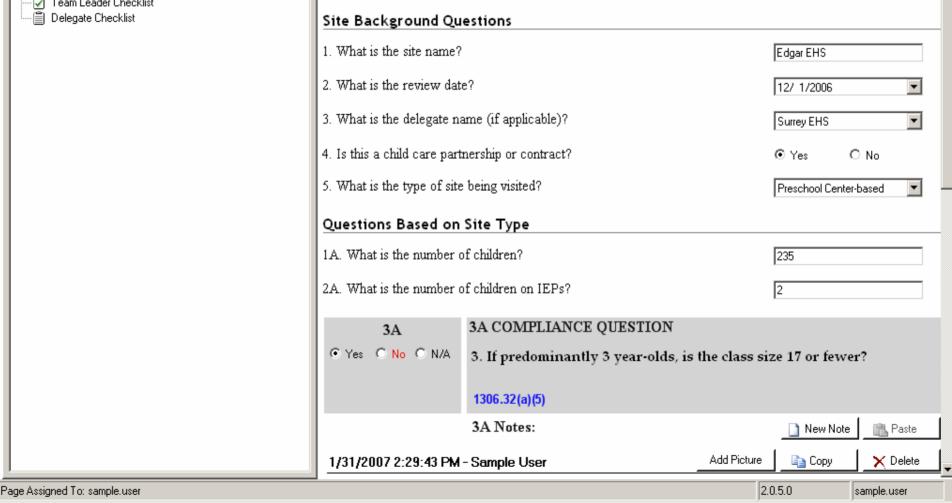
Instructions for the Observation Worksheet

This observation worksheet can be used to record information collected during a site visit. Please type in a response for each item in this worksheet. Once you press the "New Observation Worksheet" button, please answer the five background questions for the site being visited. You will answer the background questions only one time for this site being visited. Depending the type of site being visited (Question 5), you will a see different questions appearing.

Press on the "New Observation" button to create an observation within the site being visited. You should answer the seven questions for each observation. Each site can have multiple observations.

Site Name	Delegate	Site Type
🗹 Ballerina	Hogwarts EHS	Infant/Toddler
		Center-based
🖺 Edgar EHS	Surrey EHS	Preschool Center-
		based
🛣 Impressionist Day Care 🥏	Hogwarts EHS	Infant/Toddler
		Center-based

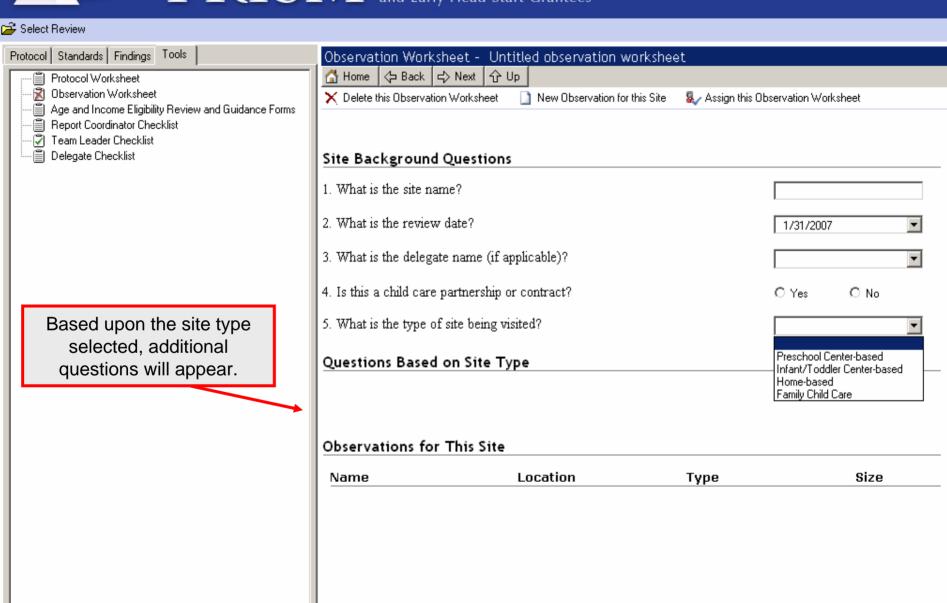
Create a single Observation Worksheet for each site being observed. Create "New Observations" for each observation within that site. A green 'check' indicates the worksheet has been completed and there are no areas of concern. A 'notebook' icon indicates the Observation is not complete. A red 'x' indicates an area of concern has been cited during an observation.







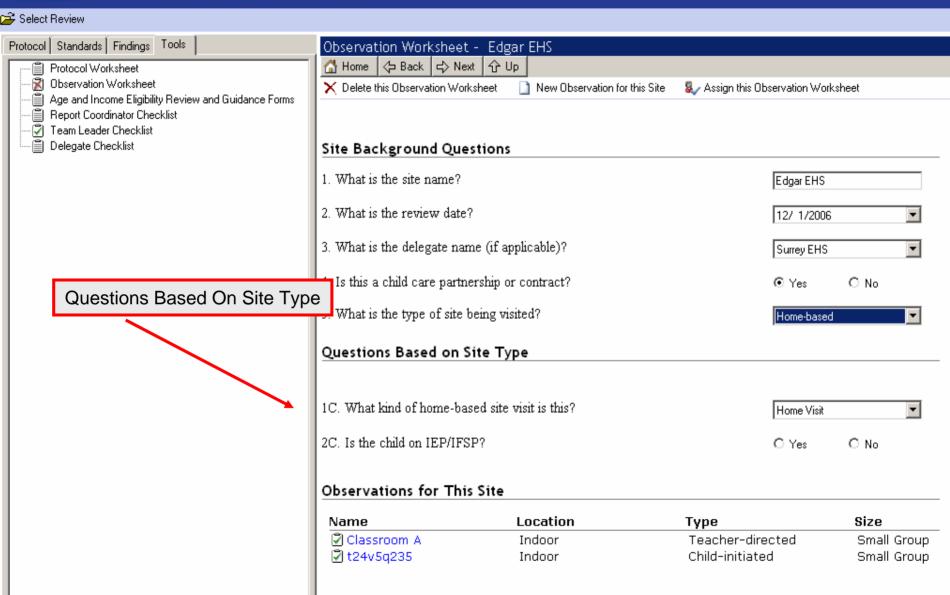
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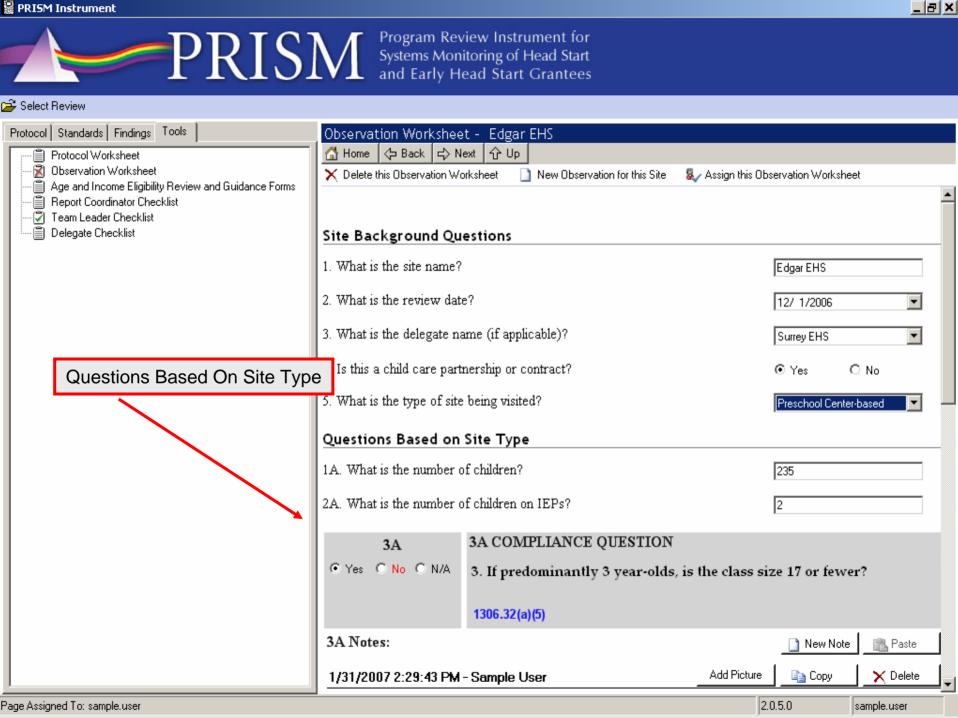


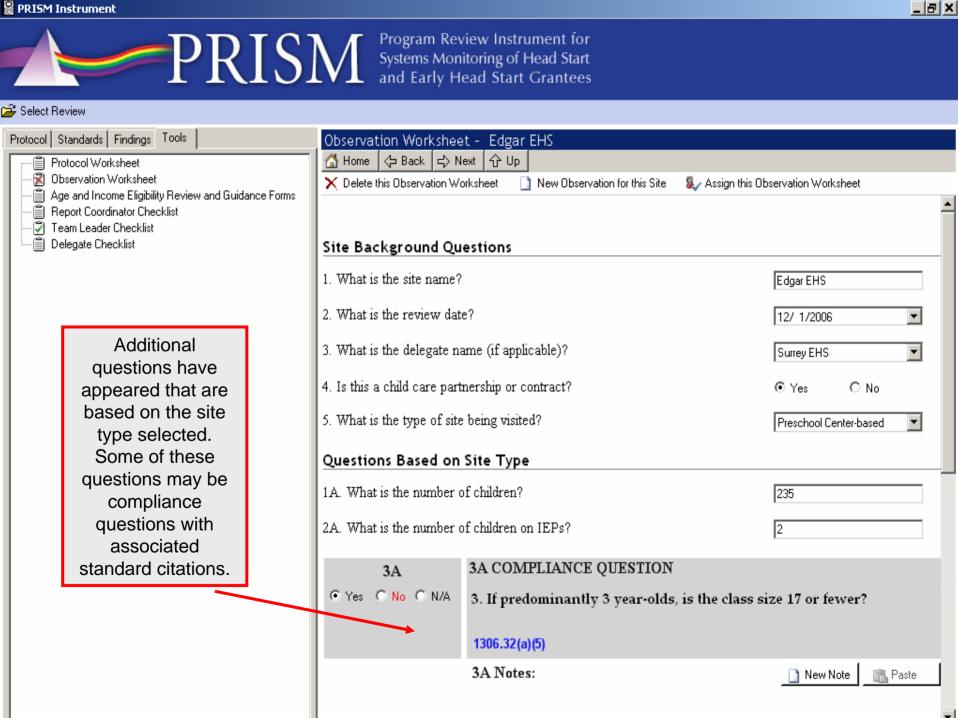




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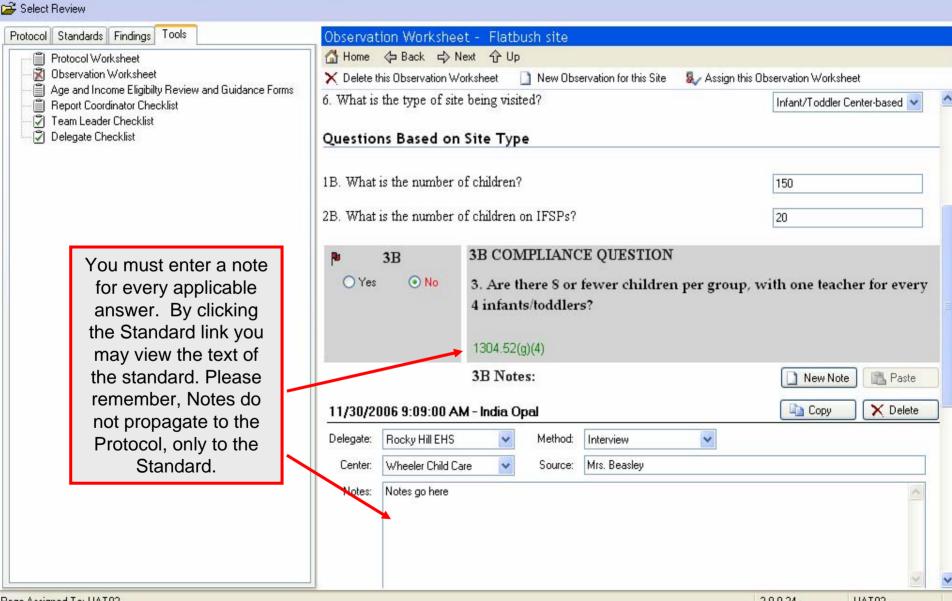


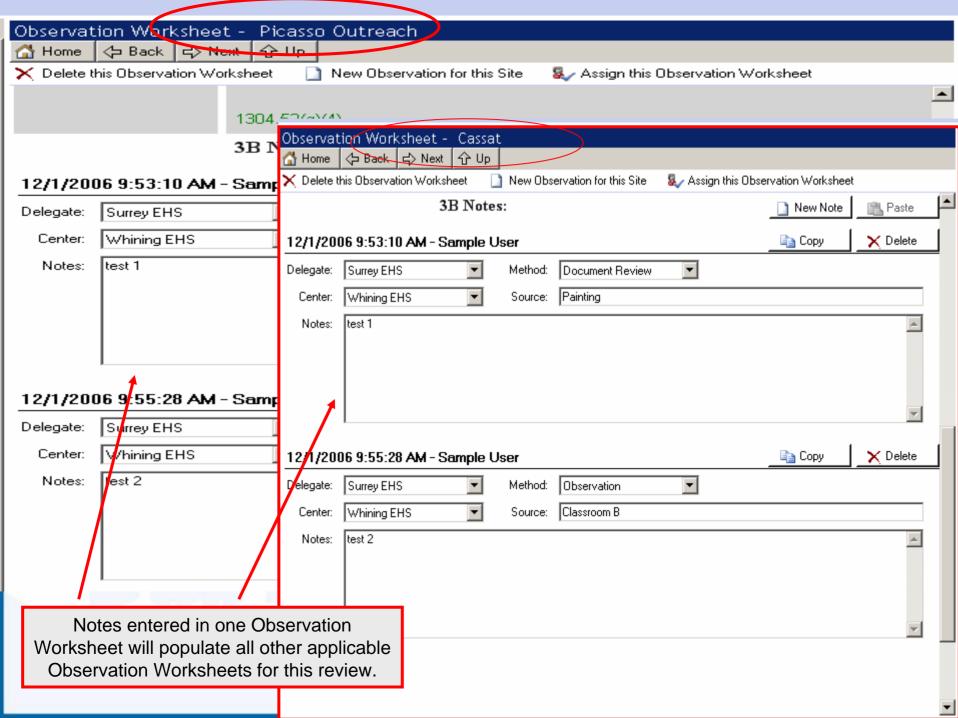


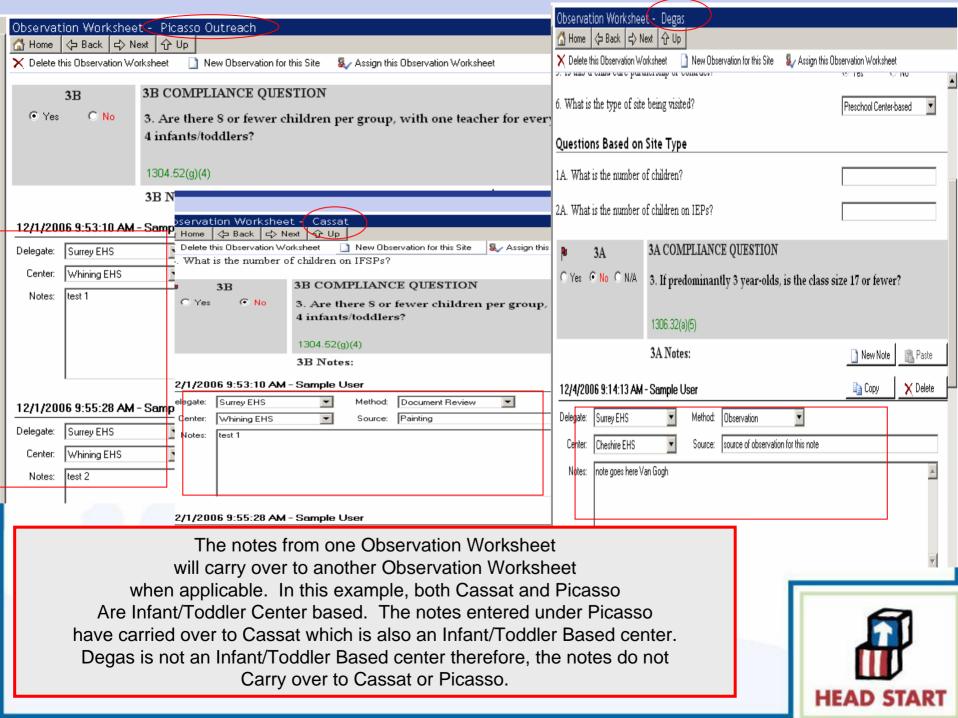




Systems Monitoring of Head Start and Early Head Start Grantees





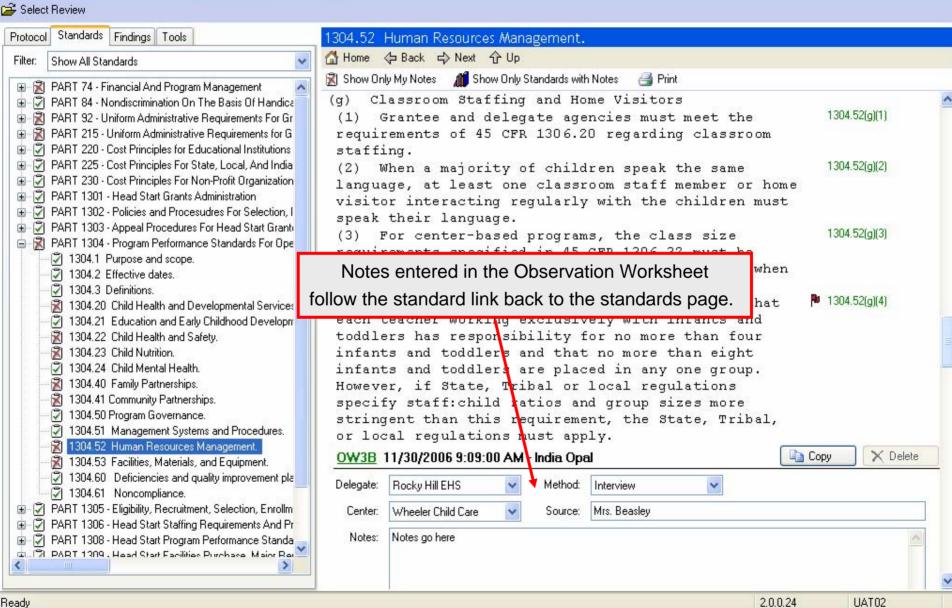








Program Review Instrument for Systems Monitoring of Head Start and Early Head Start Grantees

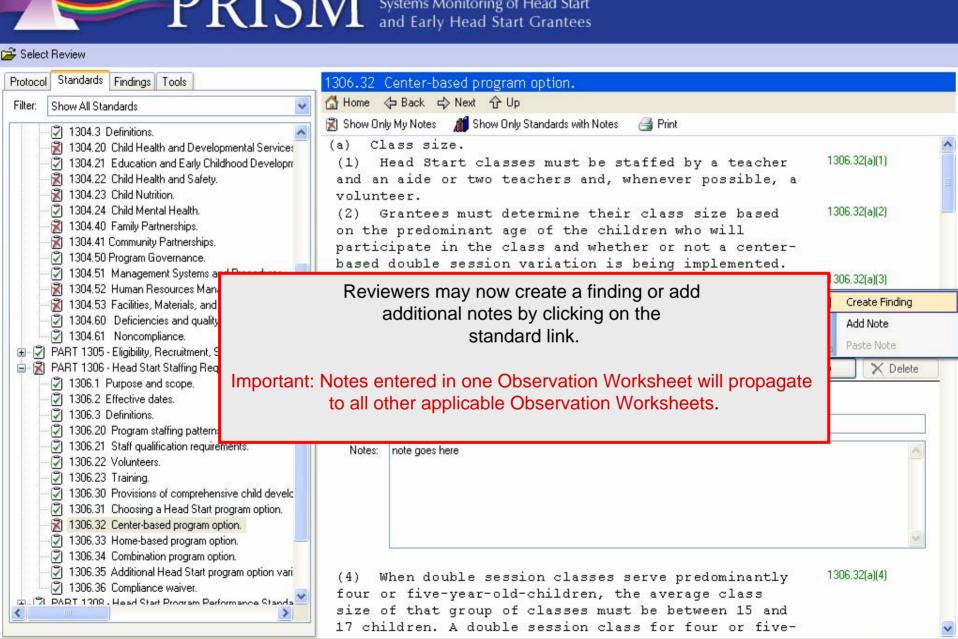








Program Review Instrument for Systems Monitoring of Head Start



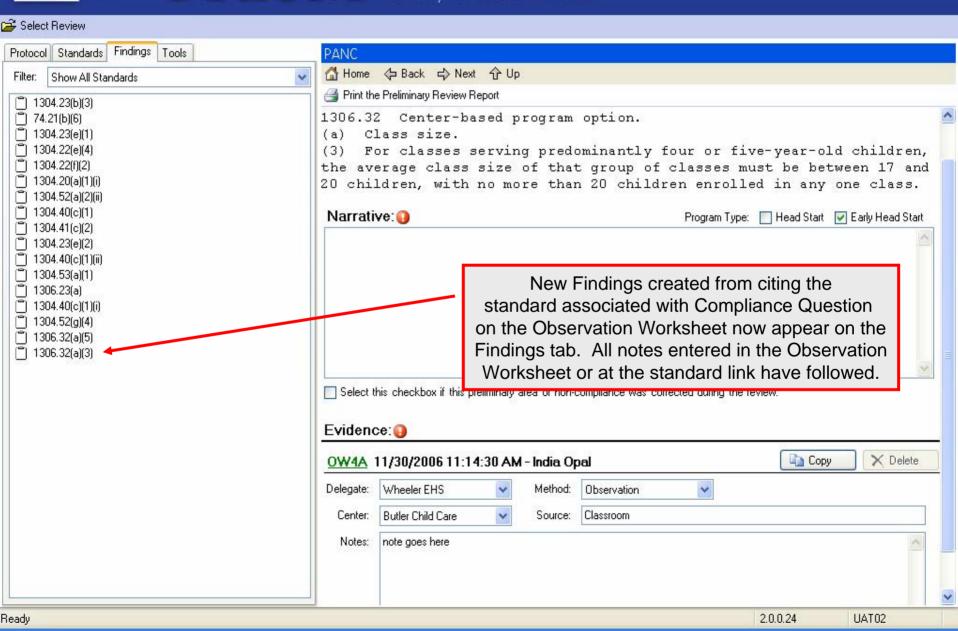
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For each observation you make, please complete all information in this section.

	Start time:	Indoor:	0	Teacher-directed	I: ()	Individual:	0
	End time:	Outdoor:	0	Child-initiated:	0	Small Group	: ()
 						Large Group): ()
	be the activity or experie als and equipment used.		ing teacher/ch	nild interaction a	nd child-to	o-child interactio	on, and the
		P	•	n Observation ction Sheet.	Data		
		P	•		Data		
		P	•		Data		
		P	•		Data		

3B

Yes

O No

3B COMPLIANCE QUESTION

4 infants/toddlers?

100 / ED/W///

3. Are there 8 or fewer children per group, with one teacher for every

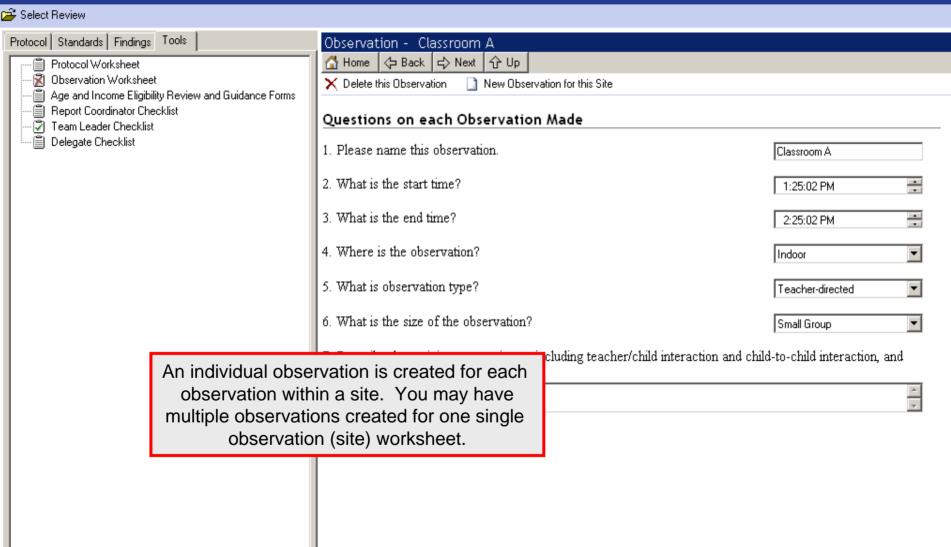
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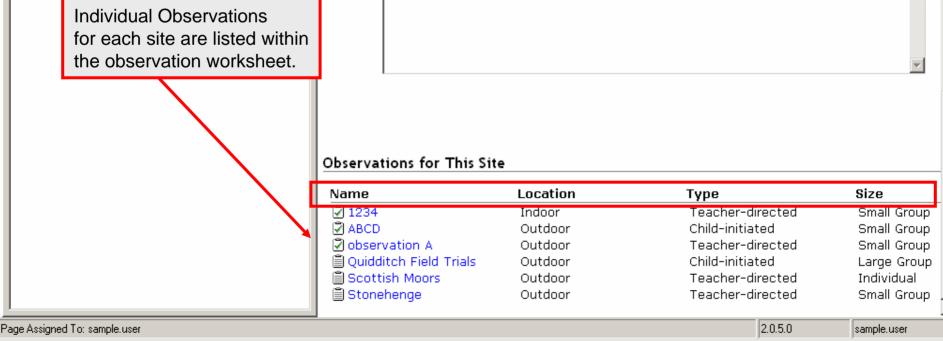
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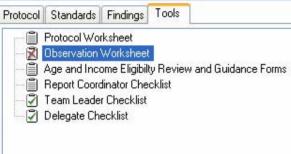






Program Review Instrument for Systems Monitoring of Head Start and Early Head Start Grantees





Observation Worksheet

New Observation Worksheet

Instructions for the Observation Worksheet

This observation worksheet can be used to record information collected during a site visit. Please type in a response for each item in this worksheet. Once you press the "New Observation Worksheet" button, please answer the six background questions for the site being visited. You will answer the background questions only one time for this site being visited. Depending the type of site being visited (Question 6), you will a see different questions appearing.

Press on the "New Observation" button to create an observation within the site being visited. You should answer the seven questions for each observation. Each site can have multiple observations.

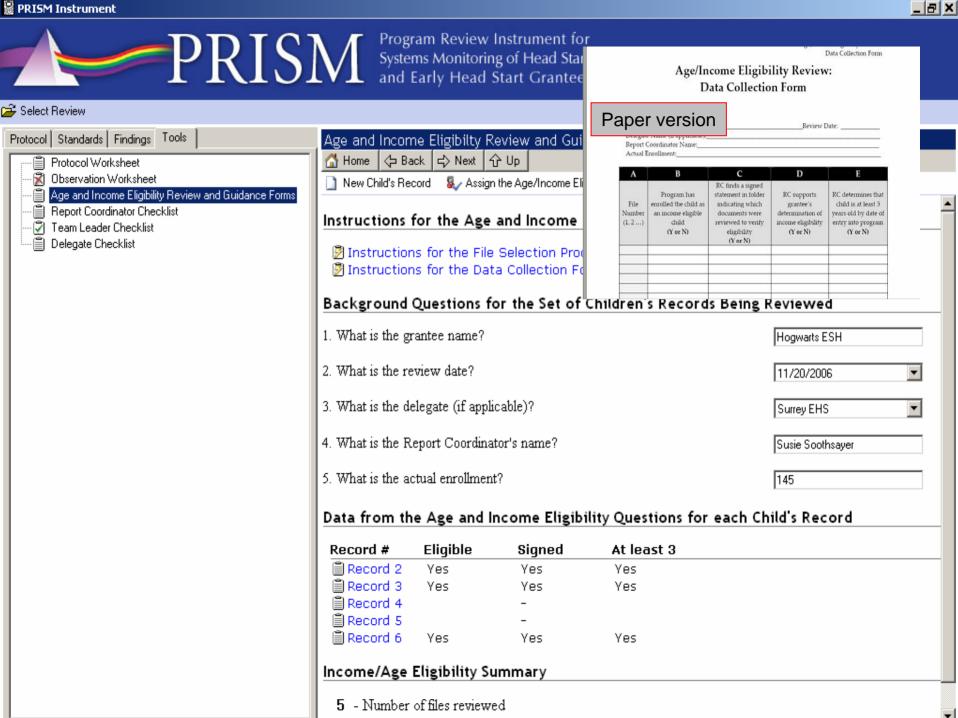
Worksheets	Site Delegate		Site Type	
Flatbush site	Flatbush EHS	Rocky Hill EHS	Infant/Toddler	
			Center-based	
Moss Green	Algar EHS	Rocky Hill EHS	Infant/Toddler	
			Center-based	
Wheeler EHS			Infant/Toddler	
and the contract of			Center-based	

Again, icon indicators provide additional information – e.g. Red 'x' indicates area of concern within an Observation Worksheet.

Age and Income Eligibility and Income Eligibility Worksheets

- Completed by Report Coordinator
- Guidance for sample collection and data documentation
- Comprehensive Instructions for completing Review Forms ensures consistency across reviews
- Electronic version (software) mirrors the paper version of the forms and guidance

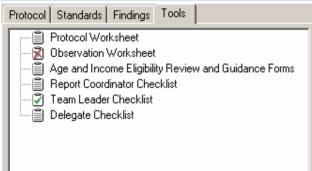








려 Select Review



Instructions for the File Selection Process

Instructions for the Age and Income Elibility Review Guidance and

Forms

and forms.

The Age/Income Eligibility Review is designed to understand Head Start and Early Head Start grantee and delegate systems for compliance with age and income eligibility program requirements. This form provides guidance on selecting a sample of children's files to review and for documenting information provided during this review. The Report Coordinator (RC) is responsible for completing the Age/Income Eligibility Data Collection Form and Summary.

File Selection Process

The Office of Head Start (OHS) requires the review of a sample of children's files to determine whether the eligibility information is documented and maintained in accordance with program requirements. OHS further requires that the sample of files be selected in accordance with the section. Adherence to the sampling guidance ensures consistency across Explicit instructions for completing

tion. the Age and Income Eligibility Review Guidance

ldren Served by the Grantee

The first step is to obtain a list of all children currently enrolled in the program. The grantee is responsible for preparing a list of children currently enrolled in the program. The list should include the following information:

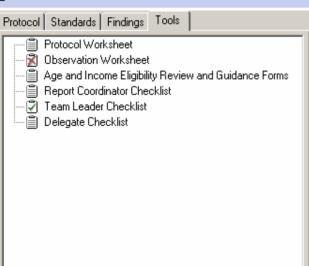
- Child's name
- Date of birth
- Whether enrolled in grantee, delegate, or child care partner
 - Center name
- Class.
- Program option





Program Review Instrument for Systems Monitoring of Head Start and Early Head Start Grantees





Instructions for the Data Collection Form Completion

Instructions for Completing the Age/Income Eligibility Review Form

The RC should use the data collection and summary forms to complete the file review for determining compliance with age and income eligibility program requirements.

- 1. Please enter the program name, the delegate name (if applicable), dates of the review, the program's actual enrollment figure, and your name in the spaces provided.
- 2. Columns B through D are for the Income Eligibility review; Column E is for the Age Eligibility review (HS programs only).

Income Eligibility Review

3. For each child, determine if the program identified the child as income eligible or as part of the program's enrollment from "over-income" families.

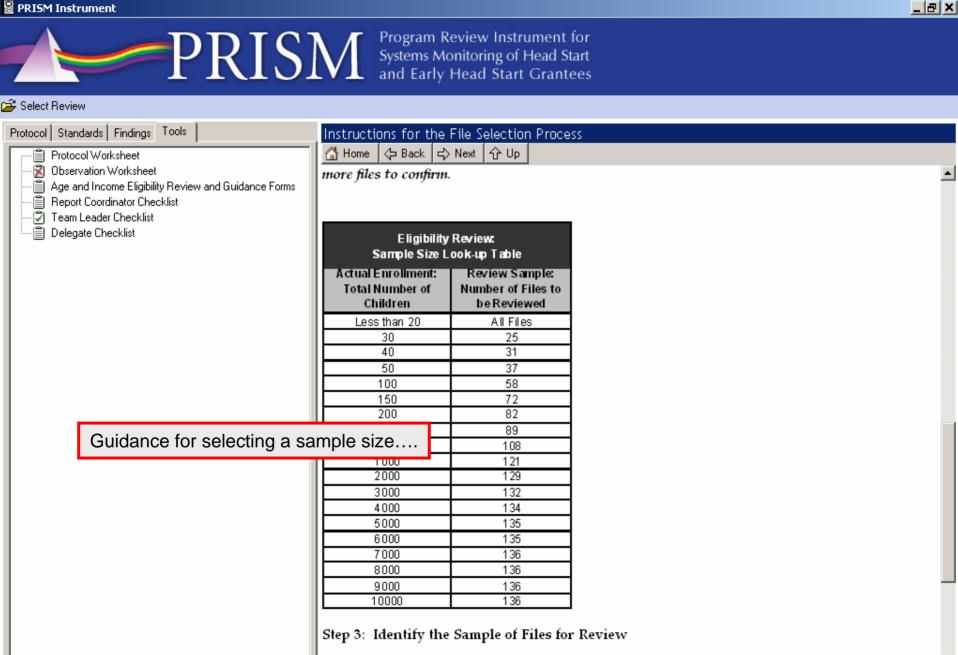
Explicit instructions for completing the Age and Income Eligibility Forms.

b. If the child was enrolled as an "over-income" child, enter a N in column B. If you enter a N in column B, then proceed to Step 4 (column C).

all children identified by the program as income eligible (i.e., from a household

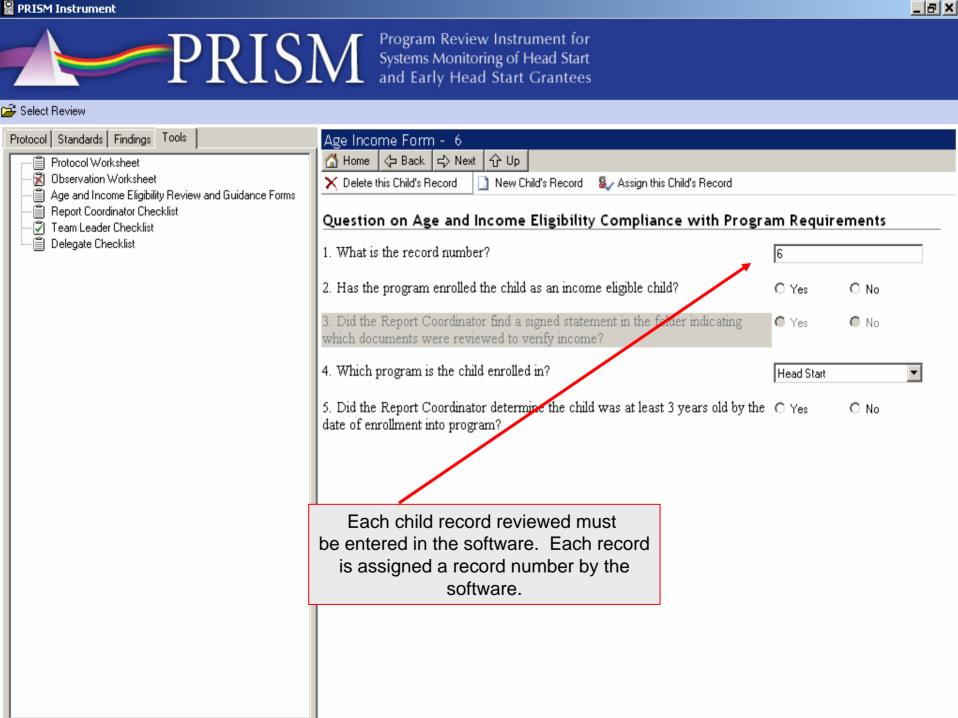
 t meets the low-income guidelines), enter a Y in column B and proceed to step $\mathsf{4}$

- 4. Determine whether the file contains a signed statement by a Head Start program employee identifying which documents were examined to verify income.
 - a. If the file contains a signed statement demonstrating that documents were reviewed to verify family income and which documents were reviewed, enter a Y in column C and proceed to Step 5.
 - b. If the file does not contain a signed statement, enter a N in column C. If you enter a N in column C, your income eligibility review of that specific child's file has been completed. You should proceed to the next file to continue your review of other



Having determined the total number of files to be reviewed based on the grantee's actual total

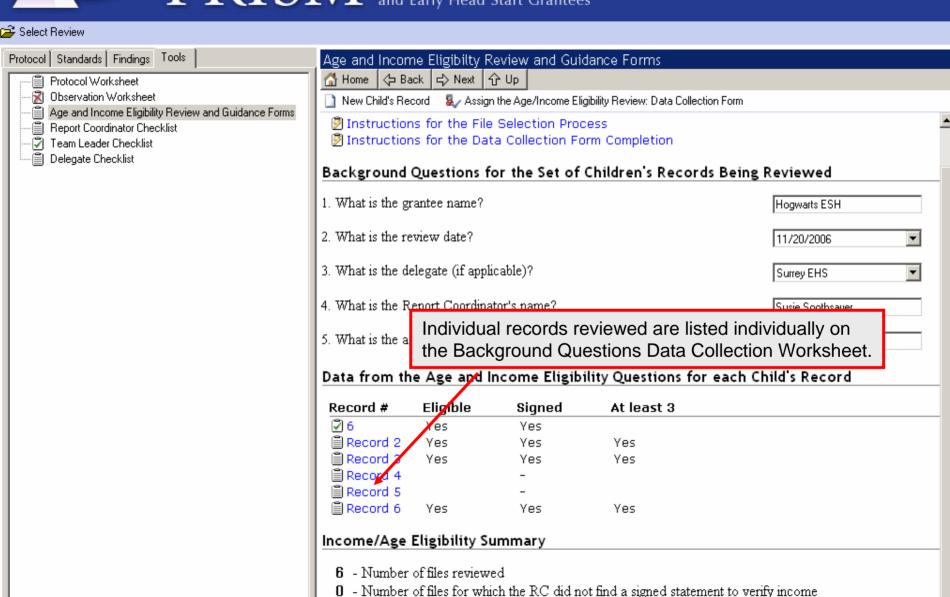
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PRISM Program Review Instrument for Systems Monitoring of Head Start and Early Head Start Grantees

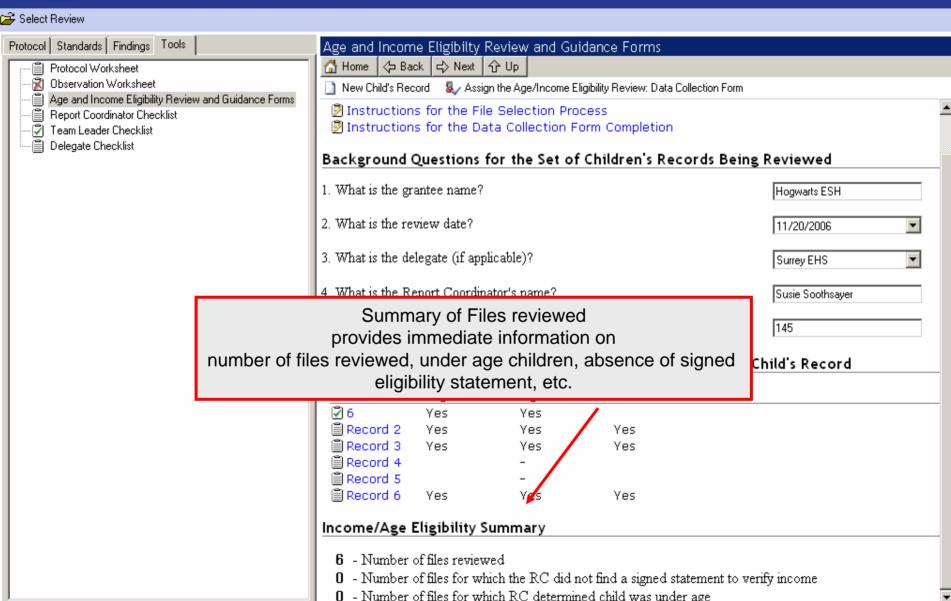
Program Review Instrument for



0 - Number of files for which RC determined child was under age







Delegate and Center Checklists

- You must create a Delegate for each Delegate within a review or each delegate associated with a Grantee.
- A default "Grantee" Checklist is automatically created.
- There may be one Delegate with multiple centers or multiple delegates with multiple centers.
- You may select the sections of the Protocol for which these Delegates will be visited when creating the Delegate Checklist.
- You may delete a Delegate Checklist or a Center Checklist.
- Complete instructions for completing the Delegate Checklist are located on the Delegate Checklist Instructions Page within the Protocol.
- The Delegate Checklists and associated Center Lists must be completed by the Report Coordinator prior to the review.



Delegate Checklists

Centers for each delegate checklist need to be added through the delegate checklist. You must create a delegate before creating a center.

When working with one grantee with multiple centers, enter centers for the grantee in the default "Grantee" delegate checklist.





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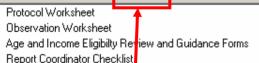
Program Review Instrument for Systems Monitoring of Head Start and Early Head Start Grantees



Select the Tools tab

Report Coordinator Checklist

Team Leader Checklist 🗖 Delegate Checklist



PRISM Instrument 2007 ⟨⇒ Back | ⇒ Next ∠ Home Show Only My Notes 🛂 Assign this Nutritional Services Protocol - Section I



Print

The Office of Head Start (OHS) introduces the FY 2007 PRISM Protocol to guide all first-year and triennial monitoring reviews. The protocol organizes elements of program performance standards and other program regulations into 10 sections against which compliance will be monitored:

- Health Services
- Nutritional Services
- Safe Environments
- Disabilities Services
- Mental Health Services
- > Family and Community Services
- Transportation Services
- Education and Early Childhood Development Services
 - Fiscal Management
- Program Design and Management

Compliance Questions form the basis of the protocol, with each question focusing on one or more program requirements against which compliance will be monitored. Answer "yes" or "no" for each compliance question by clicking the appropriate radio button. A response with a red flag immediately to the right of it, serves as a signal to the reviewer of a potential concern, in which case additional follow-up is needed.

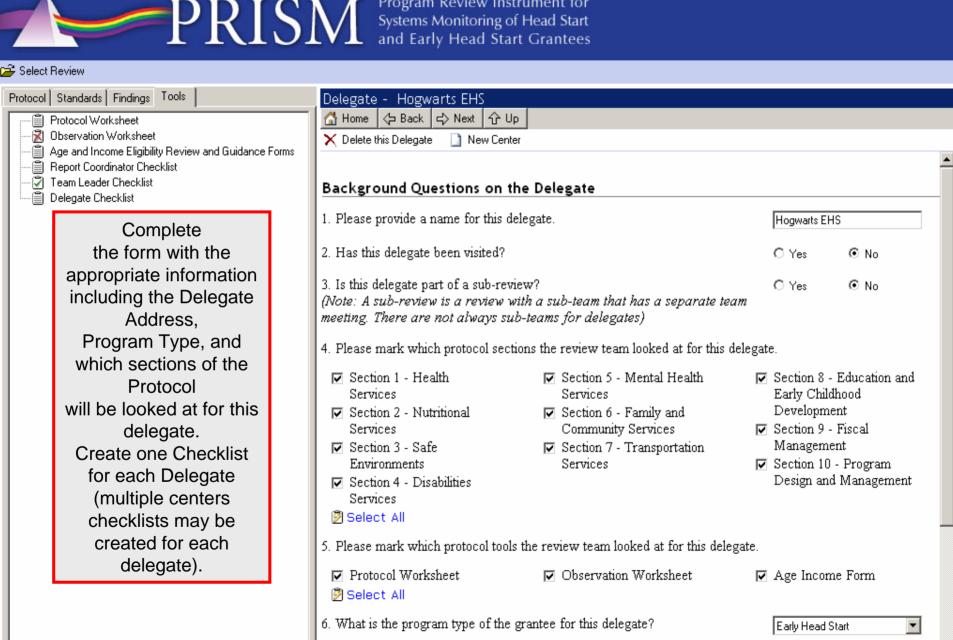
Guidance prompts facilitate the monitoring process for each Compliance Question. Review teams must respond to Compliance Questions using the prompts, which outline the minimum "ground

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Program Review Instrument for

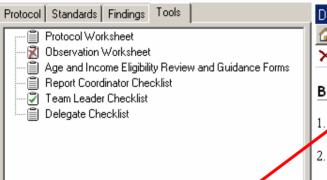






Program Review Instrument for





Create a Center Checklist for each center within a Delegate. Multiple Centers can be created; however, ensure that the centers are associated with the correct Delegate.

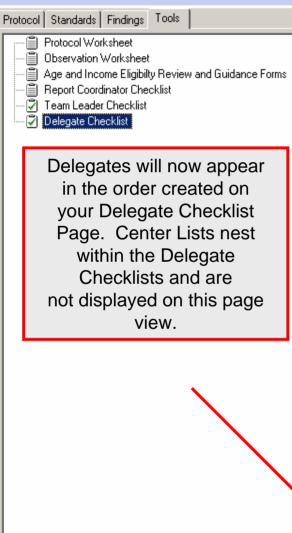
Delegate Checklist - Untitled Center			
☆ Home 〈⇒ Back <mark>➡ Next 〈♪ Up</mark>			
➤ Delete this Center			
Background Questions on the Center			
1. Please provide a name for this center. (A center name is required.)			
2. Has this center been visited?	C Yes	C No	
3. What is the program type of the grantee for this center?			•
4. Please type in the address of the center.			
5. Please type in the phone number of the center.			





Program Review Instrument for Systems Monitoring of Head Start and Early Head Start Grantees







The Delegate Checklist is intended to record information to assist in providing statistics (e.g., the total number of delegates supported by Head Start, the proportion of delegates that were reviewed in a given year).

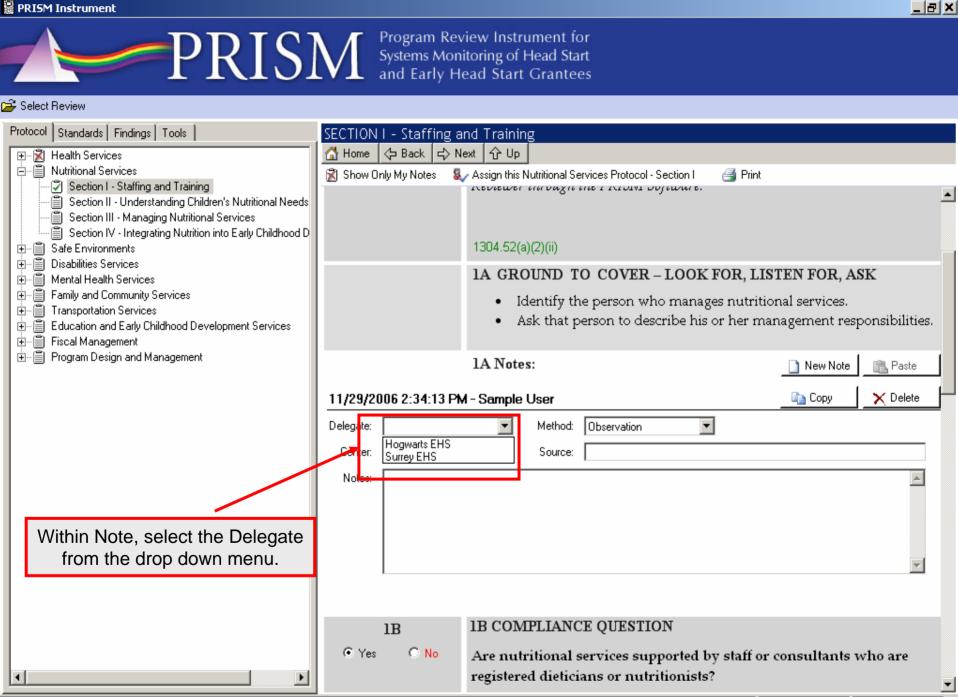
This checklist is to be completed by the report coordinator or team leader. The name of all delegates and centers, as identified by the grantee, should be entered into this list. Over the course of the review, the report coordinator or team leader should indicate which delegates and centers have been visited.

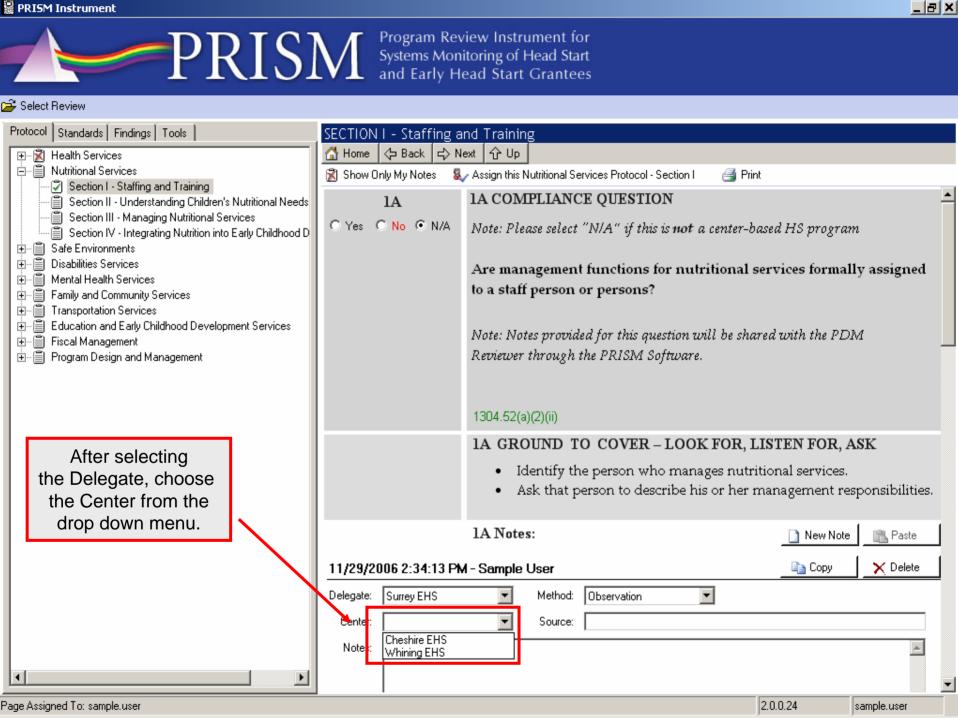
Once you press the New Delegate Checklist button, please answer the eight background questions described in this paragraph. Please type out the full name of the delegate. Do not use acronyms or abbreviations. Next, indicate whether the delegate was visited during the on-site review. (If a visit was scheduled but did not occur, indicate "no"). Then the report coordinator or team leader should indicate whether this delegate was part of a sub-review. The next question involves marking the checkboxes for the protocol sections that the review team looked at for this delegate. Similarly, the protocol tools looked at for this delegate by the review team should also be marked using the checkboxes. The report coordinator or team leader should select the program type (Head Start, Early Head Start, or Head Start/Early Head Start) from the drop down list. Finally, provide the address and phone number for the delegate.

Once you press the New Center button, please answer the five background questions described in this paragraph. Please type out the full name of the center. Do not use acronyms or abbreviations. Next, indicate whether the center was visited during the on-site review. (If a visit was scheduled but did not occur, indicate "no"). The report coordinator or team leader should select the program type (Head Start, Early Head Start, or Head Start/Early Head Start) from the drop down list. Finally, provide the address and phone number for the center.

			Sub-		Phone
П	Delegates	Visited	Review	Address	Number
	Hogwarts EHS	No	No	2121 Privet Drive	555-555- 4433
	☑ Surrey EHS	Yes	No	2130 Cauldron Street	555-444- 3333

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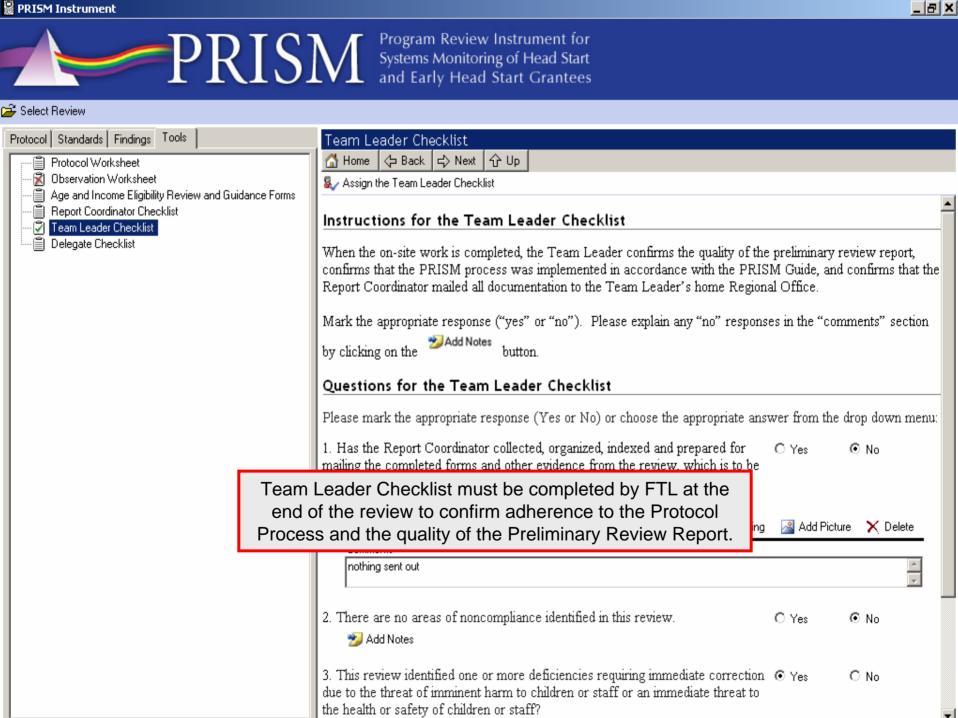


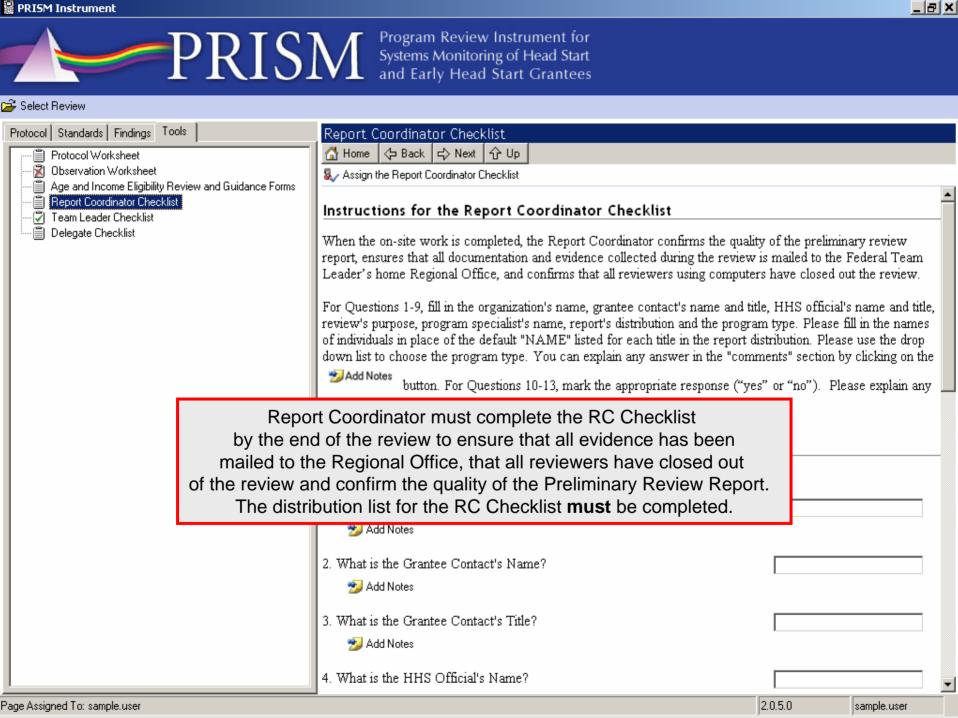


Report Coordinator and Team Leader Checklists

- Each checklist to be completed by designated RC or Team Leader
- Completed at the end of a review
- Notes may be entered to substantiate information entered in checklists when appropriate







Worksheet/Checklist Whodunit

Worksheet	Who	When	Why	What
		Anytime during review		Data during site visits
	ECD reviewer		Data Collection	
	RC	During File Review		
	RC	A	Data Confirmation	
K X X	248		Data and Process Confirmation	Confirm report/data completed
	RC		Delegate and center info.	



Questions, Questions, Questions....

- 2. Reba Reviewer is unable to select a center name when entering notes during a review. Franny Fiscal Reviewer is able to select the center without a problem. What is one reason that Reba cannot see a center that Franny can see in the Protocol?
- 3. True or False. Compliance questions in the Observation Worksheet are optional and do not need to be answered.
- 4. True or False, the Team Leader no longer needs to indicate the review type on the FTL checklist.
- 5. True or False. The Protocol Worksheet is an optional data collection tool for reviewers but mandatory for Report Coordinators.
- 6. In which worksheet/checklist is the Report Distribution and Grantee Profile information entered?

